

Memorandum



Date: August 17, 2015

To: Those Listed Below

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a horizontal line.

Subject: Appointment of Selection Committee for Miami-Dade Regulatory and Economic Resources Department Request to Advertise for Environmental Cleanup, Compliance and Related Services - Project Nos. E14-RER-01 and E14-RER-03

In accordance with Implementing Order 3-34, I am hereby appointing those listed below as members to the Selection Committee for Miami-Dade Regulatory and Economic Resources Department Request to Advertise for *Environmental Cleanup, Compliance and Related Services - Project Nos. E14-RER-01 and E14-RER-03*.

Selection Committee

Fernando Ponassi, Internal Services Department (Non-Voting Chairperson)

Julie Balogh, Regulatory and Economic Resources Department

Wilbur Mayorga, Regulatory and Economic Resources Department

Lee Casey, Public Works and Waste Management Department

Franklyn E. Jarman, Water and Sewer Department

Jane Dozier, Parks, Recreation and Open Spaces Department

Manuel Moncholi, Water and Sewer Department (Alternate)

Steve Christensen, Public Works and Waste Management Department (Alternate)

You are directed to assist me in the selection process considering the factors delineated in the solicitation. If you are unable to participate in the selection process, please contact the Mayor's office through Gary Hartfield, Director of the Small Business Development Division in the Internal Services Department by memorandum from your department director documenting the reason why you cannot participate. Only in cases of **dire** urgency may you be excused from participation.

Each Selection Committee member shall be responsible for evaluating, rating and ranking the proposals based on the criteria and procedure contained in the solicitation. The Selection Committee will meet to review the written proposals. If required, the Selection Committee will select firms to make oral presentations to the Selection Committee at a properly noticed public hearing. If proposers are invited to make oral presentations, the Selection Committee may re-rate and re-rank the proposals based upon the written documents combined with the oral presentation. You may utilize staff from the issuing department and the issuing agency to conduct a preliminary review of the proposals for responsiveness. All requests for responsiveness determinations shall be made in writing by the issuing department to the County Attorney's Office.

The alternate committee member will serve only in the event of an approved substitution. No substitution of committee members shall be allowed after the first official meeting of the Selection Committee. The Internal Services Department may substitute the Selection Committee Chairperson to ensure the appropriate level of staffing expertise as deemed necessary to accommodate the needs of this solicitation.

Upon completion of the evaluation process, the Selection Committee Chairperson shall prepare and submit a memorandum to include a narrative of the evaluation and justification of the recommended firm(s) and attach supporting documentation, which MUST include the following information:

Name of firm(s)
Quality Rating Score
Price
Adjusted Score (if applicable)
Committee's Overall Ranking

This report should be submitted to me through the Internal Services Department for review and consideration.

As a matter of administrative policy and to maintain a fair and impartial process, all individuals appointed to the Selection Committee (including the Chairperson) and staff are instructed to refrain from discussing the solicitation with prospective lobbyists and/or consultants. Selection Committee members are reminded that in accordance with the Cone of Silence Ordinance 98-106, there are restrictions on communications regarding the solicitation with potential proposers, service providers, lobbyists, consultants, or any member of the County's professional staff. Violation of this policy could lead to termination of County service.

All questions must be directed to the staff contact person designated by the issuing department.

c: Alina T. Hudak, Deputy Mayor and Public Works and Waste Management Department Director
Jack Osterholt, Deputy Mayor and Regulatory and Economic Resources Department Director
Lester Sola, Director, Water and Sewer Department
Jack Kardys, Director, Parks, Recreation and Open Spaces Department
Tara C. Smith, Director, Internal Services Department
Gary T. Hartfield, Division Director, Small Business Development, Internal Services Department

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Manuel Moncholi, Water and Sewer Department (Alternate)
Steve Christensen, Public Works and Waste Management Department (Alternate)

**SELECTION COMMITTEE
REGULATORY AND ECONOMIC RESOURCES DEPARTMENT
ENVIRONMENTAL CLEAN UP, COMPLIANCE AND RELATED SERVICES
PROJECT NOS. E14-RER-01 AND E14-RER-03**

Committee Member/ Title	Department	Start Year With County	Ethnicity/ Gender	Education	Professional License(s)/ Certification(s)	Telephone #
Fernando Ponassi (Non-Voting Chairperson)	ISD	---	---	---	---	305-375-3965
Julie Balogh Manager	RER	2001	White Female	Bachelor of Science in Environmental Science	---	305-372-6813
Wilbur Mayorga Chief, Pollution Control Division	RER	1990	Hispanic Male	Bachelor of Science in Civil Engineering; Master of Science in Environmental Science	Professional Engineer	305-372-6708
Lee Casey Chief, Technical Services & Environmental Affairs	PWWM	1991	White Male	Master of Science in Environmental and Urban Systems	---	305-514-6672
Franklyn E. Jarman Division Chief	WASD	1990	Black Male	Bachelor's Degree in Mechanical and Electrical Engineering	Professional Engineer	786-552-8545
Jane Dozier Environmental Resource Project Supervisor	PROS	1986	White Female	Bachelor of Science in Geology	Professional Geologist	305-257-0933 ext.243
Manuel Moncholi Engineer 2 (Alternate)	WASD	2004	Hispanic Male	Ph.D. Candidate in Civil Engineering; Master of Science in Environmental Engineering; Bachelor's Degree in Chemical Engineering	Engineer in Training	786-552-8352
Steve Christensen Environmental Resources Project Supervisor (Alternate)	PWWM	1994	White Male	Master of Science In Coastal Zone Management	---	305-257-5975